

## UD-10 MANUAL REVISIONS

Revision Date	Section	Data Element	Old	Revised
11/2008	Forward	Missing Override Number	(in the lower right corner)	Replaced with (in the lower left corner)
	Forward	Instructions for Completion	7150 Harris Drive	Changed address to reflect new address of P.O. Box 30634, Lansing 48913
	Forward	Instructions for Completion – Crash Definition	New	Added: Exclusions of a crash include: Deliberate Intent (i.e., suicide, self-inflicted injury, homicide); Legal Intervention (i.e., pit-maneuver, deliberate acts engaged in by law enforcement) <b>Note:</b> A pit-maneuver that causes two other vehicles to crash, those two vehicles would then be reported on a crash form.
		Form Design	New	Added: The shading on the form has no significant value and is only used to visually differentiate the areas on the form. You shall complete all sections applicable to best describe the crash or the supplemental form being submitted.
		Fatal Crashes	New	Added: <u>Note:</u> Any <b>injured</b> person(s) involved in the crash must be recorded in the Unit/Passenger section. See Section 3, Data Element 35.
		Important Reminders – 7.	No hashes, dashes or periods allowed in write in boxes.	Deleted and replaced with: If recording the distance as a decimal, the decimal point must occupy its own box. i.e., (example)
11/2008	Table of Contents	Section 1 – Administrative Elements		Page number changes for Traffic Control, Speed Limit, Reported Date/Time, Photos By and Investigator Name(s) and Badge Number(s)
		Section 8 – Fatal Crash Reporting (FARS)	Fatal Crash Reporting (FARS)	Changed: Fatality Analysis Reporting System (FARS)
11/2008	Quick Reference	UD-10		Page number changes for Data Elements
	Quick Reference	UD-10 Cheat Sheet	UD-10 Cheat Sheet	Changed to UD-10 Help Sheet
11/2008	Section 1	Administrative Elements	UD-10 form	Changed to UD-10 Quick Reference
	Section 1	Administrative Elements 4 – Incident Number	New	Added: Dashes are allowed.  Added: <u>Note:</u> When giving the incident number to parties involved in a crash, the incident number must be identified <u>exactly</u> as written on the UD-10
	Section 1	Administrative Elements 10 – Number of Units	<u>More than 9 Units:</u> Added back in.	Added: More than 9 Units; The same case/incident # can be used when there are more than 9 units reported in a crash.
	Section 1	Administrative Elements 13 – Special Study	New	Added: Contact Michigan State Police, Traffic Crash Reporting Unit prior to implementing a local study.

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	Section 1	Administrative Elements 17 – Special Checks – Replace	When changing the number of units or the identity of a driver...	When changing the number of units, <b>identity of a driver or crash date.....</b>  Added paragraph regarding how to change the date of a crash previously reported.
	Section 1	Administrative Elements 17 – Special Checks – Non-Traffic	Example: A farmer falls from his tractor while tilling his field, is run over by his tractor and killed. Mark Fatal and Non-Traffic.	Deleted example.
	Section 1	Administrative Elements 20 – Traffic Control	New	Added Note: An officer using hand signals is not considered a traffic control device. Mark “None of these.”
	Section 1	Administrative Elements 22 – Construction Zone	New	Added: If a crash occurs outside of the construction zone as a result of backup caused by the construction, do not complete any fields.
	Section 1	Administrative Elements 23 – Area – Non-Freeway Intersections – 07 thru 09	08 Driveway related...	08 <b>Intersection</b> Driveway related...
	Section 1	Administrative Elements 24 – Total Lanes	New	Added <b>including flare lanes</b> to first paragraph.  Replaced <b>crash took place</b> with <b>first impact of the crash took place</b> in third paragraph.
	Section 1	Administrative Elements 25 – Speed Limit	New	Added: <u>Note</u> : Use the posted speed limit of the freeway for all exit/entrance ramp crashes.
	Section 1	Administrative Elements 71 – Serial Override Number	New	Added: When using additional pages, certain administrative fields do not need to be repeated. Only the following fields are required for the top portion of additional UD-10 pages: <b>AGENCY ORI, DEPARTMENT NAME, ORIGINAL INCIDENT NUMBER, CRASH DATE (previously submitted), NUMBER OF UNITS, COUNTY and CITY/TOWNSHIP.</b>

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11/2008	Section 2	Location Elements 27 – Location	New	Added: Location for private property crashes can be documented using: 123 Main St., cornfield, Sue's restaurant parking lot, trail 57, etc. The only non-traffic crashes processed are ORV, SM (snowmobile) and fatals.
		27 – Location: Road Name	Updated	Updated/changed the Road Name/Written table.
		27 – Location: Divided Roadway	Written	Changed to Road Name; Added <b>Only fill in one bubble.</b>
		27 – Location: Distance	New	Added: Document the measurement in feet with whole numbers or in miles with decimal numbers (instead of fractions $\frac{1}{2}$ =.5). Refer to Appendix E, Mileage Conversion Chart.
	Section 2	Location Elements 28 – Trafficway	New	Added: 2. Divided highway, median strip, without traffic barrier <b>(roundabouts)</b>
	Section 2	Location Elements 29 – Access Control	New	Added: 3. Other (partial access control), <b>(i.e., Roundabouts, Michigan left turns)</b>
11/2008	Section 3	Unit Elements 30 – Unit Number	New	Added: <u>Note</u> : A non-contact unit that may have caused the crash is not listed as a unit.
	Section 3	Unit Elements 31 – Unit Type – (B) Bicycle	New	<p>Added: Multiple persons on a bicycle must be listed as a separate bicycle (B) unit.</p> <ul style="list-style-type: none"> <li>Tag alongs and affixed bicycle cart occupants are considered separate bicycle units.</li> </ul> <p><u>Note</u>: Two people riding one bicycle struck by a motor vehicle will be listed as a three (3) unit crash.</p>

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	Section 3	Unit Elements 32 – Driver (If Known)	New	Added: <u>Note</u> : If there is not a driver of the vehicle, leave the section blank. Do not write hit and run, unknown, parked, etc., in this field.
		32 – Driver (If known) – Driver License Number	New	Added: ...as much as space allows <b>and write full license number in the narrative diagram section. (i.e., Canadian, New Jersey, Wisconsin, etc.)</b>
		32 – Driver (If known) – Name	New	Added: ...last name <b>of a driver, bicyclist, pedestrian, or Engineer/Train.</b>
		32 – Driver (If known) – License Type and Endorsements	New	Added: <u>Note</u> : If a driver does not have a valid license (i.e., suspended, revoked, etc.), leave this area blank and indicate what the driving status is in the Crash Diagram Remarks.
		32 – Driver (If known) – Sex	sex	Replaced with <b>gender</b> .
	Section 3	Unit Elements 33 – Driver Condition	New	Added: Medical tests are not required to indicate a condition.
	Section 3	Unit Elements 35 – Injury	New	Added: Any injured person(s) involved in the crash must be recorded in the Unit/Passenger Section.
	Section 3	Unit Elements 36 – Position	New	A parked car without a driver/occupant does not have a position code.
		36 – Position – Motorcycles/In-line Seating	Note: Additional passengers would be noted under one of the following, depending on the situation:  Position #7 – 3 <sup>rd</sup> Row – Left Position #14 – Riding on vehicle exterior	Deleted
	Section 3	Unit Elements 37 – Restraint	Airbags are not included in this field.	Replaced with: Helmet restraint use is not based off the requirement to wear a helmet, but whether or not one was worn. Refrain from using 09 – Restraint use unknown, unless you truly do not know if a restraint was used (i.e., vehicle burned so badly it cannot be determined.)
			Refer to Airbag Deployed, Data Element 42 for information on airbags.	Deleted

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	Section 3	Unit Elements 40 – Ambulance/ Hospital	Enter 'OUTSTE'...	Added tables indicating additional valid entries for Hospital and Ambulance; Morgue, None, Outste and Refusd for Hospital and Airlft, Amb, None, Outste and Refusd for Ambulance.
	Section 3	Unit Elements 42 – Airbag Deployed	New  ...list Yes or No based on the visual observation at the scene.	Added: <u>Note</u> : For positions 2, 5 or 8, select not equipped.  Changed to: ...list Yes or No based on the visual observation <b>of each occupant</b> at the scene.
	Section 3	Unit Elements 45 – Vehicle Identification Number (VIN)	New	Added: In rare occasions, for VIN numbers that consist of 18 digits, drop the first digit and enter the remaining 17 digits.
	Section 3	Unit Elements 46 – Insurance	New	Added: If there is not adequate space for the policy number, indicate see narrative and record it in the narrative field.
	Section 3	Unit Elements 49 – Location of Greatest Damage	New  ...location of the most severe damage to the vehicle.	Added: Note: In combination vehicles, if a towed or trailering unit is the only item damaged, then the location of greatest damage is "12" (None).  Changed to: ...location of the most severe damage to the power unit.
	Section 3	Unit Elements 50 – First Impact	New	Added: Note: In combination vehicles, if a towed or trailering unit is the only item damaged, then the location of greatest damage is "12" (None).
	Section 3	Unit Elements 51 – Extent of Vehicle Damage	New	Added: <u>Note</u> : In combination vehicles, if a towed or trailering unit is the only item damaged, then the extent of damage must be zero.
	Section 3	Unit Elements 53 – Vehicle Type – Non-Commercial Vehicle Type	PA – Passenger car and station wagon  Other – ...motorized scooter	Changed to: PA – Passenger car, <b>SUV</b> and station wagon  Changed to: Other – ...motorized scooter, <b>golf car and segway</b>
	Section 3	Unit Elements 72 – Action Prior	Example: In the sample UD-10 Traffic Crash Report (Appendix B)...	Changed to: Example: If Unit 1...

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	Section 3	Unit Elements 73 – Sequence of Events	New	Added: If more than four occurred, only record those that were most significant in the officer's opinion based on: any/all injuries first, any/all property damage second, then actions leading up to, during or after those events. The sequence of events must still be in order of which they occurred.
		73 – Sequence of Events – Non-Collision	New	Added: <u>Note:</u> 07 – Separation of Unit refers to a power unit and trailer/towed vehicle separating (not when two (2) vehicles collide and separate from each other). 13 – Individual fell from vehicle is not when someone is ejected from the vehicle.
	Section 3	Unit Elements 74 – Most Harmful	New	Added: <u>Note:</u> There are several sequence of events that cannot be listed as most harmful because they did not cause an injury or damage. An example would be 01 – loss of control.
11/2008	Section 5	Truck/Bus Elements Definition of Truck/Bus	GWR	Changed to: GVWR
	Section 5	Truck/Bus Elements 81 – Carrier Name	Page Numbers	Updated reference page numbers
	Section 5	Truck/Bus Elements 85 – ICCMC/USDOT/ MPSC	Page Numbers	Updated reference page numbers
	Section 5	Truck/Bus Elements 87 – Interstate/Intrastate	For all privately owned (non-commercial), state and local...	Changed to: For all privately <b>used</b> (non-commercial/ <b>rental trucks</b> ), <b>federal</b> , state...
	Section 5	Truck/Bus Elements 92 – Cargo Body Type	These include such vehicles as tow trucks, utility...	Changed to: These include such vehicles as tow trucks <b>without a flatbed</b> , utility...
11/2008	Section 8	Fatality Analysis Reporting System (FARS)	Fatal Crash Reporting (FARS)	Changed to: Fatality Analysis Reporting System (FARS)
11/2008	Appendix G	Driver Record Information for Crashes	New	Added: Appendix G
12/2007	Section 1	Administrative Elements 10 – Number of Units	<u>More than 9 Units:</u> The same case/incident # can be used when there are more than 9 units reported in a crash (will appear in next revision).	Deleted
	Section 1	Administrative Elements 17 – Special Checks – Fatal		<u>Bus/Train Fatalities:</u> Added reporting information on Bus/Train Fatalities.
	Section 1	Administrative Elements 17 – Special Checks – Corrected Copy		Added: Number of Units to Required Data Elements.
	Section 1	Administrative Elements 17 – Special Checks – Delete		Added: Number of Units to Required Data Elements.

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	Section 1	Administrative Elements 24 – Total Lanes	Flare Lanes – ...right and left turn flares shall <u>not</u> be counted.	Flare Lanes – Count the total number of legal travel lanes. As long as a vehicle can legally operate in a marked lane, the lane will be counted.
12/2007	Section 2	Location Elements 27 – Location	<u>Distance</u> : Location AT an intersection, enter AT in Distance field.	<u>Distance</u> : Location AT an intersection, enter X in Distance field.
	Section 2	Location Elements 28 – Trafficway		Added definition of a traffic barrier.
12/2007	Section 3	Unit Elements 36 – Position		<u>Motorcycles/In-line Seating</u> : Added Code 12 – Other unenclosed passenger or cargo area (sidecar). Updated picture included.
	Section 3	Unit Elements 38 – Total Occupants	If number of occupants is unknown, enter 99.	If the number of occupants is unknown, leave blank. Added correct occupant totals for Pedestrian and Bike units.
	Section 3	Unit Elements 40 – Ambulance/Hospital		Added: Enter 'OUTSTE' for out of state.
	Section 3	Unit Elements 44 – Vehicle Registration		Added information on reporting improper vehicle registrations or when no registration is displayed.
	Section 3	Unit Elements 53 – Vehicle Type	MO – Moped	MO – Moped/Goped
12/2007	Section 6	Truck/Bus Elements Definition of Truck/Bus		Added information on how to report rented U-Haul's for personal use.
	Section 6	Truck/Bus Elements 84 – Gross Vehicle Weight Rating (GVWR)/Gross Combination Weight Rating (GCWR)		Added information on where a GVWR can be found on the vehicle and/or trailer.  Added information to assist in determining a GCWR.
	Section 6	Truck/Bus Elements 85 – ICCMC/USDOT/MPSC		Added information on the new law requiring all commercial carriers over 10,001 to obtain a USDOT, whether intrastate or interstate.
	Section 6	Truck/Bus Elements 87 – Interstate/Intrastate		Added information on how to determine the transportation status of a carrier.
	Section 6	Truck/Bus Elements 90 – Vehicle Type		Added Group O: Any vehicle being used for commercial purposes and does not fall into the Group A, B or C.
	Section 6	Truck/Bus Elements 91 – Type and Axles Per Unit		Added specific examples of combination vehicles and how the Axle information would be completed.
12/2007	Appendix A	Index		Deleted entire Appendix
12/2007	Appendix B	UD-10 Form and UD-10 Reference Guide		Moved to being of manual under the Forward.
12/2007	Appendix C	Fatality Analysis Reporting System		Moved to Section 8
12/2007	Appendix D	Definition of Terms		Moved to Section 9 and renamed Glossary.
12/2007	Appendix E	Hospital Codes		Moved to Appendix A

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12/2007	Appendix F	Ambulance Codes		Moved to Appendix B
12/2007	Appendix G	Offence Code Listing		Removed
12/2007	Appendix H	County, City/Township Code		Moved to Appendix C
12/2007	Appendix I	Drug Listing		Moved to Appendix D
12/2007	Appendix E	Mileage Conversion Chart		Added: Mileage Conversion Chart Appendix
12/2007	Appendix F	Drivers License Types		Added: Drivers License Types Appendix – new photos and examples of DLN's issued by Secretary of State.
11/2007		AREA: Code 08	Driveway related (within 150 feet of intersection)	<i>Intersection</i> driveway related (within 150 feet of intersection)
11/2007		POSITION: Motorcycle, snowmobiles, etc. (in-line seating)		Added Code 12 – Other unenclosed passenger area/cargo area (sidecar)
11/2007		BACK SIDE		The entire back side of the Help Sheet was revamped to help gain a better understanding of the information required in the Truck/Bus section.